



The Village of Biscayne Park

600 NE 114th St., Biscayne Park, FL 33161
Telephone: 305-899-8000 Facsimile: 305 891 7241

DATE: April 24, 2020

TO: Mayor and Commissioners

FROM: David Hernandez, Interim Village Manager

RE: Weekly Manager's Report

IMPORTANT NOTE: The Manager is urging all of Village residents to "STAY HOME", only go out if it is **ABSOLUTELY NECESSARY**, keep practicing social distancing, remember to wash your hands often, observe proper cleaning and disinfecting measures and **WEAR MASKS FACE COVERING** when outdoors.

VILLAGE MANAGER:

- Village Mayor attended teleconference meeting with other municipalities' Mayors to discuss ongoing COVID-19 issues.
- The Village continues to provide essential services as trash and bulk trash pickup, public works and police.
- All public meetings remain cancelled due to the COVID-19 until further notice.
- The Manager is working on CITT Audit in conjunction with County and Finance Director.
- The Manager continues to communicate with Miami-Dade County Commissioner Sally Heyman's office to provide assistance if needed.
- The Manager has been in contact with various agencies in reference to the COVID-19 and continues to monitor with our Police Department and other outside agencies.
- The Manager continues to hold numerous telephone conference meetings with the Florida Department of Emergency Management and the Miami Dade County Emergency Management as to manage the COVID19 pademic within our Village.
- The Manager has been working diligently with the Police Chief, Emergency Incident Commander during this COVID-19 pandemic.



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- The Manager worked with Building Official to sign Temporary Certificate of Re-Occupancy to facilitate realtors for potential closings.
- The Manager worked with the Clerk to prepare Special Virtual Commission Meeting of April 22, 2020 via Zoom when called upon by Village Commission.
- The Manager is working with the Clerk to prepare agenda for the next Commission Meeting of May 5, 2020.
- The Manager is constantly briefing Commissioners in providing information over the phone and via e-mail to elected officials on the COVID-19 virus pandemic.
- The Manager continues to work with Finance Director to start on reviewing documents for future Budget.
- Manager met with Public Works staff to assign the task as directed.
- Manager met with Building Inspector and Building Official to explore possibility to re-open the Village for future inspections.

VILLAGE CLERK:

- **The Village Commission held a first Special Virtual Commission Meeting**
- Village Clerk worked preparing the agenda for the Special Virtual Commission Meeting, setting up Zoom and distributing the information to login and participate on the meeting in conjunction with Cesar Hernandez.
- Village Clerk started working immediately with the agenda for next Commission meeting on May 5, 2020.
- Two (2) new police officers sworn in and documentation for hire.
- Timesheets for next payroll.
- Worked with FMIT on various issues.
- Follow up with Phone Doctor on installation of new telephones at the Village's offices.



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- Continue working with the Interim Village Manager, David Hernandez on all communications going out to the residents of the Village of Biscayne Park.
- Continue working with EBS administrators to the open enrollment for the employees' annual renewal of insurances.
- Responded to emails and phone calls from home and at the office.
- Prepared and processed bills to be paid.
- Continuously updating Village's website and sending e-mail blasts for residents of Village of Biscayne Park.

FINANCE:

- Working with auditors on preliminary requests for information for the 2019 audit.
- Payroll and regular bills.

CODE ENFORCEMENT:

Due to COVID-19 pandemic the Code Enforcement activities has been suspended until further notice.

- Answered numerous e-mails and helping out a resident selling her home and getting her property to compliance with the Code.
- Updating residents with current code situations so that they are aware that I am working on things.
- In contact with residents with current code violations and keeping that a priority.

BUILDING DEPARTMENT:

Due to COVID-19 pandemic the Building Permits activities has been suspended until further notice.

- Floodplain Administrator efforts are still being made to get all required documents corresponding to the Community Rating Service guidelines, for the completion of the integration as a CRS community.
- Updated the Village's website to provide the community with information in regards to Floodplain Management.



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- Going over the documentation for the Commission meeting on May 5th.

POLICE DEPARTMENT:

Police Department's Statistics for the Period

Total Cases: 22

Total Cases by Category

Alarms:	0
Assists other Police Agencies:	5
Sick/Injured/Person:	2
Suspicious Person/Vehicle:	1
Information/Non-Criminal Investigations:	10
Repossession:	0
Residential Burglary:	0
Vehicle Burglary:	0
Domestic Dispute / Battery / Arrest:	2
Hit and Run:	0
Traffic Crash:	0
Grand Theft:	0
Stolen Vehicle:	0
Petit Theft:	2
Missing Person:	0
Criminal Mischief: Vehicle	0
Narcotics Arrest:	0
Fraud:	0
Identity Theft:	0
Traffic Arrest:	0
Traffic Citation Issued	1
Traffic Warning	0

Significant Activities:

- The Police Chief is urging all residents to be vigilant in the prevention of scams, unattended deliveries, and not locking vehicles. Now that we are still



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at the “Safer-at-Home” mandate it is imperative that you secure your personal property to avoid being victimize.

- The village had two petit thefts reported incidents. One incident was a theft of an Amazon package and the other was a theft of miscellaneous items from an unlocked vehicle.
- Continual phone contact with Senior Residents.
- The police department is monitoring and enforcing the pedestrian curfew.
- Police Department continues to monitor the Coronavirus via Miami - Dade County Mayors Office, in conjunction with Miami - Dade Health Department and the Miami-Dade E.O.C. We are in constant communication with local, State and Federal Partners.
- Directed patrol initiative to proactively prevent vehicle crimes throughout our village. “No reported incidents for the week.”
- Updating and distributing new informational releases via email, next door and mailers to residents.
- The Emergency Incident Commander Chief Luis Cabrera continues to coordinate with Local, County and State for COVID-19 equipment, resources and informational updates.
- The Emergency Incident Commander provides daily briefing to the Interim Village manager.
- You Tube Video social media, e-blast and posting information on next door to heighten public information on COVID -19.
- Officers continue to monitor the Ed Burke Recreational Center and Park every (30) minutes.
- Acquiring additional PPE equipment for law enforcement personnel.
- The police department coordinated with residents who volunteered to make mask for the elderly and special needs residents.



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- Advised all police personnel to monitor NE 113 ST & 8th AVE and the U-Turn by the Log Cabin for speeders. (Chief addressed the complainant via email)
- Public Works installed traffic control devices to deter traffic infractions at the intersection of Northeast 6th Avenue and Griffing Boulevard. This was requested by the police department.
- Acquired mini hand sanitizers and mask for the elderly and special needs residents.
- Increased traffic monitoring in all areas of concern to curtail individuals committing traffic violations.
- Police continues to educate the public reference COVID-19 curfew, social distancing and CDC procedures.
- Police are addressing verbally visitors and residents to go home on a case to case encounter during curfew hours.
- Two Biscayne Park Police Officers have been medically cleared to return to work from quarantine.

PARKS & RECREATION:

- Manager attended three South Florida Parks Coalition COVID-19 Zoom Meetings – **Moving to a New Normal Initiative: Parks, Marinas and Golf Phase 1.**
- Manager requested multiple quotes for playground surfacing.
- Manager began quarterly pressure cleaning.
- Manager and staff monitored Recreation Center and Park closing.
- Staff continued internal projects focused on cleaning and organizing the recreation center.
- Weekly grounds and building maintenance.



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PUBLIC WORKS:

- Daily and weekly median maintenance.
- Mowed Village Hall, church lot and 114th Street big median.
- Trimmed low oak tree limbs in the median that were being hit by large trucks located at (707 NE 113th Str), (711 NE 113th Str), (715 NE 113th Str), (740 NE 115th Str), (750 NE 115th Str).
- Watered - trees, plants and landscaping throughout the Village.
- Cesar Hernandez worked with staff to have Zoom ready for Commission.
- Acquiring all equipment and setting up devices for Special Virtual Commission Meeting.
- Cesar Hernandez worked with Waste Pro on trash pickup.
- Followed up with resident EZTrack on complains regarding Waste Pro.
- Cesar Hernandez continues working to provide all Village facilities with necessary supplies.
- Cesar Hernandez continues to transport files and documentation from storage to building and administration to work with residents requests.

Note: because of the Covid-19 Public Works Department is working on a scale down workforce rotation.

Wishing everyone a great weekend!